

Reference: PTR 13/5/1 (2016/17)

The Municipal Manager
Prince Albert Municipality
Private Bag X53
PRINCE ALBERT
6930

Dear Mr Mettler

COMPLIANCE WITH THE MUNICIPAL FINANCE MANAGEMENT ACT, MUNICIPAL BUDGETING AND REPORTING REGULATIONS, MUNICIPAL SYSTEMS ACT AND ENVIRONMENTAL AND DEVELOPMENT PLANNING LEGISLATION & GUIDELINES

Thank you for submitting the 2016/17 tabled Budget, IDP Review 2016/17, draft 2016/17 SDBIP and supporting budget documents to Provincial Treasury subsequent to the tabling thereof in council by the Mayor in terms of section 16(2) of the MFMA.

As you are aware sections 17 and 20 of the MFMA stipulates that the annual budget and supporting documents must be in the prescribed format. Furthermore, the Municipal Budget Reporting Regulations (MBRR) 9 and 77, read together with the applicable MFMA Circulars prescribe that all municipalities and municipal entities must prepare their annual budgets, adjustments budgets and in-year reports for the 2016/17 financial year in accordance with the Municipal Budget and Reporting Regulations. In this regard, municipalities must comply with both:

- The formats set out in Schedules A, B and C; and
- The relevant attachments to each of the Schedules (the Excel formats).

Provincial Treasury together with the Departments of Local Government and Environmental Affairs and Development Planning have therefore reviewed the tabled Budget and IDP Review documents to assess if the tabled documents conform to the requirements of the MFMA, MBRR, MFMA Circulars, MSA and Environmental and Development Planning Legislation and Guidelines.

The findings and recommendations flowing from the review of the submitted documents (see Appendix B) are outlined below:

Budget Documentation	Submitted	Finding	Comment
1. SA9: Social, Economic and Demographic Statistics and Assumptions	Yes	Partially compliant	Substantially completed, but with missing information.
2. SA11: Property Rates Summary	Yes	Partially compliant	Substantially completed, but with missing information.
3. SA13a: Service Tariffs by Category	Yes	Partially compliant	Substantially completed, but with missing information.
4. SA14: Household Bills	Yes	Partially compliant	Substantially completed, but with missing information.
5. SA18: Transfers and Grant Receipts	Yes	Non complaint	Substantially completed, but with missing information. The grant allocations does also not reconcile to the DoRA.
6. SA19: Expenditure on Transfers and Grant Programme	Yes	Partially compliant	Substantially completed, but with missing information.
7. SA28: Budgeted Monthly Capital Expenditure (Municipal Vote)	Yes	Partially compliant	Substantially completed, but with missing information.

As Accounting Officer please ensure that your Municipality takes action on the recommendations made above and re-submit the required documents (1 to 7 above) on or before 12 April 2016 or before you present your budget for final approval. Kindly refer to paragraph 7 of MFMA Circular 79, which outlines the action required where the tabled budget documents are not aligned to the Municipal and Budget Reporting Regulations.

Furthermore, the Municipality's attention is drawn to Appendix B1 highlighting compliance or best practice in terms of the applicable legislation, regulations or guidelines. The Municipality is therefore requested to consider the issues highlighted and ensure that it is granted the necessary attention as the final MTREF budget for 2016/17 is prepared.

Please do not hesitate to contact our offices should you require any assistance.

Yours faithfully

A handwritten signature in black ink, appearing to be 'HC Malila', written over a horizontal line.

MR HC MALILA

pp HEAD OFFICIAL: PROVINCIAL TREASURY

DATE: 5 April 2016

**LG MTEC: 2016/17 CHECKLIST
SUBMISSION OF TABLED BUDGET DOCUMENTATION**

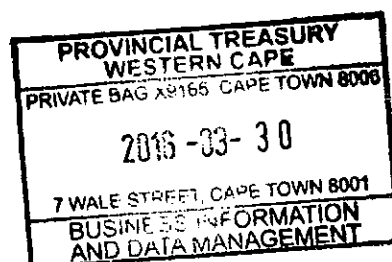
MUNICIPALITY: Pringle Bay

The Budget Document as set out in Schedule A1 of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10), version 2.8 of Schedule A1 (the Excel Formats) and the supporting Tables (SA1 - SA37).

- **Please ensure that** (as per MFMA Circular 72) **each page of the hard copy of the budget documentation** as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and all the supporting Tables (SA1 – SA37) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

The Spatial Development Framework, Disaster Management Framework and additional documents that must be submitted as required in terms of budget circulars.



Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget	✓			✓		
Draft Service Delivery and Budget Implementation Plan	✓			✓		
Draft Service Level Standards	✓			✓		
Signed Quality Certificate as prescribed in the MBRR	✓			✓		
Prescribed Minimum Budget Narrative Information	Stamped and Signed Hard Copy Budget Narrative					
Budget Narrative	✓			✓		
Municipal Budget Tables: Tables A1 to A10	Stamped and Signed Hard Copy A1 – A10					
Table A1: Budget Summary	✓			✓		
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)	✓			✓		
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)	✓			✓		
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)	✓			✓		
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)	✓			✓		
Table A4: Budgeted Financial Performance (revenue and expenditure)	✓			✓		
Table A5: Budgeted Capital Expenditure by vote, standard classification & funding source)	✓			✓		
Table A5A: Budgeted Capital Expenditure by vote, standard classification & funding source)	✓			✓		
Table A6: Budgeted Financial Position	✓			✓		
Table A7: Budgeted Cash Flow	✓			✓		
Table A8: Cask backed reserves/accumulated surplus reconciliation	✓			✓		
Table A9: Asset Management	✓			✓		
Table A10: Basic service delivery measurement	✓			✓		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA37	Stamped and Signed Hard Copy SA1 – SA37					
SA1: Supporting Detail to Budgeted Financial Performance	✓			✓		
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept.)	✓			✓		
SA3: Supporting detail to Budgeted Financial Position	✓			✓		
SA4: Reconciliation of IDP strategic objectives and budget (revenue)	✓			✓		
SA5: Reconciliation of IDP strategic objectives and budget (operating expenditure)	✓			✓		
SA6: Reconciliation of IDP strategic objectives and budget (capital expenditure)	✓			✓		
SA7: Measurable performance objectives	✓			✓		
SA8: Performance Indicators and benchmarks	✓			✓		
SA9: Social, economic and demographic statistics and assumptions	✓			✓		
SA10: Funding measurement	✓			✓		
SA11: Property rates summary	✓			✓		
SA12a: Property rates by category (current year)	✓			✓		
SA12b: Property rates by category (budget year)	✓			✓		
SA13a: Service Tariffs by category	✓			✓		
SA13b: Service Tariffs by category (explanatory)	✓			✓		
SA 14: Household bills	✓			✓		
SA15: Investment particulars by type	✓			✓		
SA16: Investment particulars by type (N/A)	✓			✓		
SA17: Borrowing	✓			✓		
SA18: Transfers and grant receipts	✓			✓		
SA19: Expenditure on transfers and grant programme	✓			✓		
SA20: Reconciliation of transfers, grant receipts and Unspent funds	✓			✓		
SA21: Transfers and grants made by the municipality	✓			✓		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
SA22: Summary councillor and staff benefits	✓			✓		
SA23: Salaries, allowances and benefits (political office bearers/councillors/senior managers)	✓			✓		
SA24: Summary of personnel numbers	✓			✓		
SA25: Budgeted monthly revenue and expenditure	✓			✓		
SA26: Budgeted monthly revenue and expenditure (municipal vote)	✓			✓		
SA27: Budgeted monthly revenue and expenditure (standard classification)	✓			✓		
SA28: Budgeted monthly capital expenditure (municipal vote)	✓			✓		
SA29: Budgeted monthly capital expenditure (standard classification)	✓			✓		
SA30: Budgeted monthly cash flow	✓			✓		
SA31: Aggregated entity budget (where applicable) <i>CN/A</i>						
SA32: List of external mechanisms	✓			✓		
SA33: Contracts having future budgetary implications	✓			✓		
SA34a: Capital expenditure on new assets by asset class	✓			✓		
SA34b: Capital expenditure on the renewal of existing assets by asset class	✓			✓		
SA34c: Repairs and maintenance expenditure by asset class	✓			✓		
SA34d: Depreciation by assets class	✓			✓		
SA35: Future Financial implications of the capital budget	✓			✓		
SA36: Detail capital budget	✓			✓		
SA37: Projects delayed from previous financial years <i>CN/A</i>						
Budget Related Policies	✓			✓		
Information on any amendments to budget related policies	✓			✓		
Suite of budget related policies	<i>(Only soft copies)</i>			✓		

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
IDP Documentation						
Council Resolution in terms of the IDP (optional for tabling of IDP but compulsory for approval of IDP)		✓			✓	
Draft Integrated Development Plan	✓			✓		
Document outlining amendments to the Integrated Development Plan		✓			✓	
Process Plan according to section 32(1)(b) of the MSA read in conjunction with section 21(b) of the MFMA		✓			✓	
Spatial Development Framework						
Status of the SDF and the applicable council resolution number	✓			✓		
Draft or adopted Spatial Development Framework (where applicable)	✓			✓		
Applicable Disaster Management Framework						
Council Resolution in terms of the adoption of the Disaster Management Framework	✓			✓		
Financial Plan						
A financial Plan – including a budget projection of at least the next three years as a core component of the IDP as per section 26 of the MSA	✓			✓		
A statement clarifying compliance with section 34 of the MSA		✓			✓	
Key performance indicators and performance targets determined in terms of section 41 of the MSA (IMAP)	✓			✓		
mSCOA						
mSCOA project plan and progress to date	✓			✓		

MUNICIPAL REPRESENTATIVE

Name: AC Toubort
Signature: [Signature]
Date: 29/03/2016

PROVINCIAL REPRESENTATIVE

Name: S. Bhazga / S. de Visser
Signature: [Signature]
Date: 29/03/2016



COMPLIANCE CHECKLIST

The table below outlines the conformance assessment of the Municipality's 2016/17 MTREF Budget, IDP & SDF.

WC052 Prince Albert				
Findings and Recommendations				
Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
Spatial Development - Implementation of SDF (DEADP)				
1	Has the municipality, by notice in the Provincial Gazette, prepared and adopted a Spatial Development Framework (SDF)?	Fully compliant	The publishing of a notice in the gazette is a SPLUMA and LUPA requirement. Although SPLUMA and LUPA have recently been implemented, this municipal SDF predates the implementation of this legislation. Spatial Planning and Land Use Management Act (Act 16 of 2013), section 20 and Land Use Planning Act (section 18(1))	It is recommended that once the municipality develops an SDF in terms of SPLUMA, that a notice be placed in the provincial gazette as required.
2	Is the SDF reflected in the IDP?	Partly compliant	Under the "alignment of sector plans" section (p.116), the IDP makes reference to the Infrastructure Growth Plan as part of the Prince Albert SDF. Furthermore, clear maps are provided, illustrating key structuring elements and developments that are advocated by the SDF and Infrastructure Growth Plan. Table 47 also provides a list of key Spatial Development Interventions which emanate from the SDF (p.118) It is not clear, however, if the SDF is filtering through to the projects and programmes of the IDP. Municipal Systems Act (Act 32 of 2000) section 26(e)	The SDF is a core component of the IDP. Therefore the SDF should be reflected in the IDP, and any subsequent amendment to the IDP, as per section 26(e) of the Municipal Systems Act. The IDP can be commended for acknowledging the enactment of SPLUMA, LUPA the associated principles and how the law reform has changed certain institutional processes within it.

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Findings and Recommendations

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
<p>3 How does the municipality perform in terms of the following in terms of the SDF and IDP:</p> <p>(a) Is the budget allocation within the IDP aligned to the capital investment/ implementation framework of the SDF?</p>	Partly compliant	<p>Although the IDP is very clear on what projects emanate from the SDF, it is not clear how these projects filter through into the IDP budget.</p> <p>The IDP does recognise that a capital investment framework will be included in the 2016/17 review of the Prince Albert SDF on page 118 of the draft IDP. MSA Regs, section 2(4)(e), SPLUMA section 21(n) and (p) and Good Practice</p>	<p>In terms of the LG: Municipal Planning & Performance Management Regulations (2001) an SDF must, amongst others, "set out a capital investment framework for the municipality's development programs" and must indicate "where public and private land development and infrastructure investment should take place", "where strategic intervention is required" and "areas where priority spending is required". Infrastructure planning (including the associated financial planning) must clearly be incorporated into the SDF.</p> <p>- The IDP states that the Prince Albert SDF will be reviewed and completed in June 2016 (p.114) . It is recommended that the review follow due regulatory process according to LUPA section 11, which reads as follows: <i>"The process adopted by a municipality in terms of section 28 of the Municipal Systems Act relating to the adoption or amendment of its municipal SDF must make provision for -</i></p> <p><i>a) the establishment of an ISC to compile a draft MSDF or a draft amendment of a MSDF; or</i></p> <p><i>b) a procedure that complies with section 13 (submit draft SDF to Provincial Minister and receive comments within 60 days)</i></p> <p>Once this process has been completed, it is recommended that the capital investment/ implementation framework of the IDP is appropriately aligned to the SDF capital investment framework.</p>

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Findings and Recommendations

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
(b) Is the budget spatially depicted in the IDP?	Partly compliant	Whilst the key spatial issues, infrastructure challenges and future projects are illustrated in town-scale plans within the IDP, the IDP budget itself is not reflected spatially. Good Practice	It is recommended that the municipality ensures that the budget in the IDP is aligned with the SDF capital investment implementation framework, and that the IDP budget be spatially reflected.
(c) The physical implementation of Spatial justice (incl. settlement restructuring).	Partly compliant	<p>The principle of Spatial Justice in part encompasses redressing spatial imbalances/ settlement restructuring and addressing informal settlements. The Prince Albert SDF responds to this principle in the following ways:</p> <ul style="list-style-type: none"> - By using smart growth principles; - Pin pointing where development should and should not occur in the future; - The delineation of the urban edges for each settlement, hence indicating which land should be developed and the priority thereof; - Setting out areas of spatial densification and promoting higher density infill development on vacant and underutilised land; - Although the spatial dislocation of the Klaarstroom, Bitterwater, Leeu Gamka and Welgemoed settlements is acknowledged, the SDF states that "not much can be done to rectify this disjointed development because of the physical environment". <p>SPLUMA, section 7(a), Land Use Planning Act section 59(1)</p>	<p>An analysis of the land use planning decisions provided by the municipality, are the means by which an accurate assessment can be made of progress that the municipality is making with regards to the achievement of the implementation of the principle of Spatial justice as set out in 7(a) of SPLUMA.</p> <p>It is recommended that the municipality illustrates, through its IDP, the implementation of the proposals in the SDF relating to spatial justice, and settlement restructuring, which would be evident in the spatial roll out of its housing projects.</p>

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Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
(d) The physical implementation of Spatial Sustainability (incl. how Critical Biodiversity Areas (CBAs) and Ecological Support Areas (ESAs) are taken into account in terms of the SDF amendments and during land use decision-making).	Partly compliant	<p>The principle of Spatial Sustainability in part encompasses promoting land development that is within the fiscal, institutional and administrative means of the Republic; special consideration must be given to prime/ unique agricultural land; consideration must be given to all current and future costs to all parties for the provision of infrastructure and social services, development must limit urban sprawl .</p> <p>The Prince Albert SDF responds to this principle in the following ways:</p> <ul style="list-style-type: none"> - The SDF describes the biophysical features including ecosystem, vegetation and natural corridors; - The SDF makes specific use of bio regional planning principles; - The CBAs and ESAs maps provided are of a particularly poor quality. Some of the legend icons such as "intensive agricultural areas and urban development" do not feature in the map. The accuracy of the entire map is therefore questionable. <p>SPLUMA, section 7(b), Land Use Planning Act section 59(2)</p>	<p>An analysis of the land use planning decisions provided by the municipality, are the means by which an accurate assessment can be made of progress that the municipality is making with regards to the achievement of the implementation of the principle of Spatial Sustainability as set out in 7(b) of SPLUMA.</p> <p>- It is recommended that the CBA map is updated. A requisite would be to make use of Cape Nature and SANBI GIS resources which are readily available and far more accurate than what is currently depicted.</p> <p>- It is recommended that the municipality consider incorporating threatened ecosystem status of areas and represent this spatially.</p>

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Findings and Recommendations

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
(e) The physical implementation of Efficiency (incl. resource-use efficiency).	Partly compliant	<p>The principle of Efficiency in part encompasses land development that optimises the use of existing resources and infrastructure. The Prince Albert SDF responds to this principle in the following ways:</p> <ul style="list-style-type: none"> - In terms of resource efficiency, urban edges exist for each settlement, they ensure that a more compact and integrated growth development path can be pursued, as well as protects valuable agricultural land. Correctly, the importance of the town farms is highlighted, along with the need to develop a town farm policy for the future protection of these assets. - The comprehensive Infrastructure Plan informing the Prince Albert SDF mentions that over abstraction of boreholes has taken place, which together with drought conditions can become problematic. - The SDF recognises the nature, intent and impact of shale gas fracking in the Central Karoo. <p>SPLUMA, section 7(c), Land Use Planning Act section 59(3)</p>	<p>An analysis of the land use planning decisions provided by the municipality, are the means by which an accurate assessment can be made of progress that the municipality is making with regards to the achievement of the implementation of the principle of efficiency as set out in 7(c) of SPLUMA.</p> <ul style="list-style-type: none"> - It is recommended that a town farms policy be developed for Prince Albert, which the intention of promoting sustainable development, resource use efficiency and the protection of agricultural land. - It is recommended that the Municipality should include a section in the SDF summarising the optimisation of resource-use efficiency and the mainstreaming of sustainability.

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Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
	(f) The physical implementation of Spatial resilience (incl. Climate Change mitigation and adaption).	Partly compliant	<p>The principle of Spatial Resilience encompasses flexibility in spatial plans, policies and land use management systems to ensure sustainable livelihoods in communities most likely to suffer the impacts of economic and environmental shocks. The Prince Albert SDF responds to this principle in the following ways:</p> <ul style="list-style-type: none"> - Within the SDF, reference is made to the Western Cape Climate Change Strategy and Action Plan, as well as identifying elements of the landscape that must be protected from a climate change adaptation perspective. <p>SPLUMA, section 7(d), Land Use Planning Act section 59(5)</p>	<p>An analysis of the land use planning decisions provided by the municipality, are the means by which an accurate assessment can be made of progress that the municipality is making with regards to the achievement of the implementation of the principle of spatial resilience as set out in 7(d) of SPLUMA.</p> <ul style="list-style-type: none"> - It is recommended that, due to the fact that Prince Albert has been hard hit by drought in 2016 and is export orientated (fruit, olives vineyards, vegetable seed production, lucerne and ostriches), a drought and climate change strategy be specifically formulated for the municipality. Such a strategy could include a safety net for new Black farmers land reform beneficiaries.
4	Does the municipality's SDF comply with all of the regulatory process and content requirements?	Partly compliant	<p>It is recognised that this Municipality's SDF predates the implementation of SPLUMA and LUPA, as such it does not comply with the process and content requirements. However it does, for the most part, comply with the MSA requirements which were in place at the time at which the SDF was approved.</p> <p>SPLUMA sections 12, 21; LUPA section 10, MSA section 26, MSA Regs section 2(4)</p>	<p>In the future when the municipality compiles their new SDF it will need to ensure that the SDF addresses the requirements of the MSA, SPLUMA, LUPA and the By-Law of this municipality. It is recommended that when the municipality reviews its SDF, it should seek to address the areas where it could be strengthened, namely:</p> <ul style="list-style-type: none"> - Setting out a capital investment framework for the municipality's development programs - Undertake a strategic environmental assessment of the impact of the SDF.

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Findings and Recommendations

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
5	Has the municipality, after public consultation, adopted and approved a single land use scheme for its entire municipal area within five years of commencement of SPLUMA?	No	SPLUMA was implemented on 1 July 2015 and the Municipality has 5 years from the date of implementation to adopt and approve a single land use scheme. The Municipality has indicated that they intend to use the Standard Draft Zoning Scheme By-law, as developed by the Department.	N/A
6	In the drafting of the municipal SDF, has the municipality demonstrated alignment with neighbouring municipal spatial plans to ensure coordination?	Partly compliant	The Prince Albert SDF uses the draft Central Karoo District SDF as a basis for planning. It also recognises the interlinkages and alignment with the adjacent SDFs. - The problem, however, is the copy and paste method used to show alignment from other SDFs. For instance the non standardised colour scheme used in different SDFs cannot be adequately patched together. This makes it almost impossible to judge whether or not the surrounding SDFs are adequately aligned. Moreover, the map does not include natural corridors <i>within</i> Prince Albert or include Oudtshoorn, once again making it hard to judge whether these are aligned. - Demonstrating alignment with national context can be commended. MSA Regs, Section 2(4) (h)	It is recommended that surrounding alignment SDFs be adequately updated. A worthy source would be the use of SANBI spatial data, as well as the updated SDFs of all adjacent municipalities.
7	Has the municipality adopted and approved a single land use scheme for its entire area that is reviewed every five years in order to achieve consistency with the municipal SDF?	No	SPLUMA was implemented on 1 July 2015 and the Municipality has 5 years from the date of implementation to adopt and approve a single land use scheme.	N/A

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Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
8	Does the municipality's land use scheme meet the process and content requirements of the SPLUMA?	N/A	N/A	N/A
9	Has the municipality kept and maintained a written record of all applications submitted and the reasons for decisions in respect of such applications for the amendment of its land use scheme?	Yes	The Municipality keeps a written record of all applications and the reasons for decisions. The Spatial Planning component of the Department is in the process of investigating the record keeping systems of Municipalities.	N/A
10	Has the municipality established a Municipal Planning Tribunal?	Fully compliant	It is recognised that the Prince Albert Municipality has formulated a single Municipal Planning Tribunal.	N/A
Coastal Management (coastal municipalities only) - Coastal municipalities: Municipalities whose areas of jurisdiction include sections of coastline (DEADP)				
11	Has the coastal municipality designated strips of land as coastal access land?	N/A	N/A	N/A
12	If the coastal municipality has designated (or withdrawn) coastal access land, did they first: assess the potential environmental impacts of doing so, consult with interested and affected parties and give notice of the intended designation (or withdrawal) to the owner of the land?	N/A	N/A	N/A

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Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
13	If the coastal municipality has designated coastal access land, have they complied with all of the requirements of 20(1) of the ICMA?	N/A	N/A	N/A
14	Has the municipality delineated the coastal set-back line on a map or maps that form part of its zoning scheme?	N/A	N/A	N/A
15	If the municipality has determined or adjusted a coastal boundary of coastal access land, did they take into account all of the considerations of section 29 of the ICMA?	N/A	N/A	N/A
16	Has the municipality delineated the coastal boundary on a map or maps that form part of its zoning scheme?	N/A	N/A	N/A
17	Has the coastal municipality prepared and adopted a Coastal Management Programme (CMP)?	N/A	N/A	N/A
18	If the municipality has adopted a CMP, is it being reviewed every five years?	N/A	N/A	N/A
19	Did the municipality give the required notice to the public and invite them to submit written representations before adopting the CMP?	N/A	N/A	N/A

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Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
20	If a CMP has been prepared and adopted, does it comply with the content requirements of section 49 of the ICMA?	N/A	N/A	N/A
21	Are the municipality's development plans (e.g. IDP, land development plan) aligned with the national coastal management programme and any applicable provincial coastal management programme?	N/A	N/A	N/A
22	Are the municipality's land use schemes consistent with all applicable coastal planning schemes established in terms of the ICMA?	N/A	N/A	N/A
23	Has the municipality received any directives in terms of section 88 of the ICMA?	N/A	N/A	N/A
24	Has the coastal municipality (management body) identified public launch sites in its jurisdiction for the purposes of listing by the MEC in terms of section 2(1)(a) in the Provincial Gazette?	N/A	N/A	N/A
25	Is the municipality managing the public launch sites within its jurisdiction in accordance with: a launch site operational plan and environmental management plan?	N/A	N/A	N/A

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Findings and Recommendations

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
26	If the municipality is responsible for the development of an Estuarine Management Plan (EMP), in accordance with the National Estuarine Management Protocol:	N/A	N/A	N/A
	(a) Has the municipality consulted with the relevant stakeholders and was the EMP subject to Public Participation?	N/A	N/A	N/A
	(b) Has the municipality budgeted accordingly for the development of the EMP?	N/A	N/A	N/A
	(c) Does the EMP meet the content requirements as outlined in Chapter 6 of the Protocol?	N/A	N/A	N/A
	(d) Has the EMP been approved and adopted by the responsible management authority?	N/A	N/A	N/A
	(e) Has the EMP been incorporated into the broader Municipal Coastal Management programme?	N/A	N/A	N/A
	(f) Has the EMP been reviewed by the municipality at least every 5 years?	N/A	N/A	N/A

WC052 Prince Albert**Findings and Recommendations**

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
Air Quality Management (DEADP)			
27 If the municipality has made air quality by-laws, was a consultative process followed before the by-laws were passed?	Partly compliant	A by-law is to be drafted during the 2016/17 financial year. NEMA: AQA 39 of 2004, section 11(1)	A by-law to be adopted.
28 Has the municipality designated an air quality officer?	Fully compliant	Appointment letter from showing Ms A Vorster was designated and appointed.	N/A
29 Has the municipality developed an AQMP?	Fully compliant	Council minutes showing when AQMP was adopted during 2014.	N/A
30 Has the municipality included the air quality management plan (AQMP) in its IDP?	Fully compliant	The IDP for the period 2012 to 2017 addresses the AQMP on page 126.	N/A
31 Does the AQMP meet the content requirements listed in section 16 of the NEMAQA?	Fully compliant	Approved AQMP.	N/A
32 Does the municipality's annual report contain information on the implementation of its AQMP?	Fully compliant	Through coordination by the Central Karoo District Municipality, the Prince Albert Municipality provides information for input into the Western Cape State of Air Report.	N/A
33 District municipalities: Does the municipality perform the functions of the licensing authority and implement the atmospheric emission licensing system as set out in the NEMAQA?	N/A	N/A	N/A
34 Does your municipality's annual report contain information on the implementation of its AQMP?	Fully compliant	Through coordination by the Central Karoo District Municipality, the Prince Albert Municipality provides information for input into the Western Cape State of Air Report.	N/A

WC052 Prince Albert
Findings and Recommendations

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
35	District municipalities: Is your municipality performing the functions of the air quality licensing authority and implementing the atmospheric emission licensing system as set out in the NEMAQA?	N/A	N/A	N/A
Waste Management (DEADP)				
36	Does the municipality deliver waste removal, storage and disposal services in a manner that does not conflict with National or Provincial Norms and Standards?	Non-compliant	The Prince Albert Local Municipality consists of three Waste Disposal Facilities namely Prince Albert WDF, Klaarstroom WDF and Leeu Gamka WDF. The waste disposal facilities all need major improvements in order to make them compliant to their licence conditions. During recent Departmental compliance audits undertaken by the Directorate: Waste Management of DEADP, Prince Albert WDF received a 42.31% compliance rating while Klaarstroom WDF received a 9.23% and Leeu Gamka WDF 9.52%. Klaarstroom and Leeu Gamka almost do not adhere to any of their licence/permit conditions. Leeu Gamka is in a better condition, but still has a non-compliance rating. General negative impacts observed at these Facilities included no access control, no cover material and damaged fences. Burning also occurs at the Prince Albert WDF. National Environmental Management Waste Act, Act 59 of 2008, section 9	Focus must be placed on adhering to the licence/permit conditions for these Facilities. Major improvements are required. Actions to be undertaken, with associated costs, to become compliant with the conditions of their waste permits must be incorporated into the IDP.
37	Is the latest approved municipal IWMP included in and integrated with the latest IDP?	Partly compliant	National Environmental Management Waste Act, Act 59 of 2008, section 4(a)(2)	N/A

WC052 Prince Albert
Findings and Recommendations

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
38	Does the municipality provide access with regard to waste removal, waste storage and waste disposal services to all within its jurisdiction?	Fully compliant	BS and FBS August 2015	N/A
39	Does the municipality keep separate financial statements, including a balance sheet of the services provided?	Non-compliant	MSA Chapter 5 section 26(h)	N/A
40	Has the municipality followed a consultative process before waste management by-laws were passed?	Non-compliant	It is a requirement of the MSA section 12(3)(a) & (b) Legislative procedures section 13(a) Provincial Gazette Publication of By-laws Internal Records (waste By-law Review). The municipality does not have a by-law.	The Municipality must consider the recently developed DEADP Draft Model By-law which is aligned with the Waste Act. Plans concerning the by-law needs to be indicated in the IDP.
41	Has the municipality designated, in writing, a Waste Management Officer (WMO)?	Fully compliant	Status of WMO List dd 05-10-2012	N/A
42	Has the municipality submitted an IWMP to the MEC for endorsement, and was a consultative process followed before doing so?	Fully compliant	The plan has been drafted by DEADP and Municipality, once the council approve the plan then MEC will endorse it.	N/A
43	Has the municipality approved their 2 nd generation IWMP?	Non-compliant	Council approval pending. Municipal Systems Act, Act 32 of 2000, section 11(3)(a)	N/A
44	Does the municipality's IWMP meet the content requirements as stipulated in the NEMWA?	Fully compliant	The plan has been drafted by DEADP and Municipality. DEADP has ensured that the plan is aligned to the requirements as stipulated in the NEMWA.	N/A

WC052 Prince Albert
Findings and Recommendations

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
45	Does the IWMP contain an implementation plan which includes goals, objectives, targets (short, medium, long term), activities, financial and human resources and timeframes?	Fully compliant	2 nd Generation IWMP	N/A
46	Has the municipality reported on the implementation of their IWMP through their Annual Report as per section 13(3) of the Waste Act?	Non-compliant	Our department is working together with Provincial Treasury and other sector departments to ensure that municipalities use their annual reports as a way of reporting on the implementation of their sector plans against an agreed set of indicators. National Environmental Waste Act, Act 59 of 2008, section 13(3)	N/A
47	Are all the waste management facilities which trigger waste listed activities licensed/authorised in terms of NEMWA?	Partly compliant	Prince Albert WDF was licenced in terms of NEMWA while Klaarstroom and Leeu Gamka WDF was licenced in terms of Environmental Conservation Act. National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), section 9	N/A
48	Has the municipality provided containers or receptacles for the collection of recyclable waste that are accessible to the public?	Non-compliant	It is a requirement of the Waste Act no. 59 of 2008 section 23(2) Internal Record (GMC) shows the municipality does not provide igloos or other receptacles for public recycling.	The municipality must consider a Public Place recycling programme and include this in the IDP.
49	Has the municipality met the requirements in terms of registering and reporting on all of their waste management facilities on IPWIS?	Non-compliant	The Prince Albert Landfill is the only waste facility in the municipality that is registered on IPWIS. They are Not Compliant in terms of IPWIS online reporting.	Training sessions was done with this municipality and correspondence was sent to them and yielded no response. The Municipality is in non-compliance in terms of Annexure 1 and 2 of R.625 National Environmental Management: Waste Act (59/2008): National Waste Information Regulations.

WC052 Prince Albert**Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
Completeness of IDP (DLG)				
50	In terms of section 34 of the MSA, has the IDP been reviewed?	Yes	Page 6 of the Prince Albert Municipality's 2016/17 IDP reflects that the IDP has been reviewed in terms of section 34(a) of the MSA.	N/A
51	In terms of section 34 and Regulation 3 of the MSA, has the IDP been amended?	No	N/A	N/A
52	Has the IDP amendment process in terms of Regulation 3 of the LG: Municipal Planning and Performance Regulations been followed?	No	N/A	N/A
53	Has the IDP of the municipality been reviewed/amended in terms of the Council adopted Time Schedule as per the legislative requirement of section 21B of the MFMA.	Yes	Page 18 of the Prince Albert Municipality's 2016/17 IDP has been reviewed in terms of the Council adopted Time Schedule as per the legislative requirement of section 21B of the MFMA.	N/A
54	Has the municipality adopted an Integrated Development Plan (IDP) that meets the legislative requirements in terms of section 26 of the MSA (Core Components) read in conjunction with Regulation 2 of the LG: Municipal Planning and Performance Regulations:			
	(a) The Municipal council's vision for the long term development of the municipality.	Yes	Part 4 (page 79) of the Prince Albert Municipality's 2016/17 IDP indicates the Municipality's Vision for its long term development.	N/A

WC052 Prince Albert**Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
	(b) An assessment of the existing level of development in the municipality, including the identification of communities who do not have access to basic municipal services.	Yes	Part 2 (page 21) of the Prince Albert Municipality's 2016/17 IDP provides statistics regarding the current developmental levels within the municipal area.	N/A
	(c) Council's development priorities and objectives for the elected term, including its local economic development aims and internal transformation needs.	Yes	Pages 80 - 85 reflects the Municipality's development priorities (Strategic Focus Areas) as well as the underlying strategic objectives.	N/A
	(d) Council's development strategy must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation.	Yes	Pages 14 - 17 reflects the alignment of the Municipality's strategic objectives with the National Development Plan (national), the Provincial Strategic Plan (Provincial), and the Central Karoo District Municipality's Strategic Objectives (District).	N/A
	(e) Spatial Development Framework inclusive of the provision of basic guidelines for a land use management system.	Yes	Pages 115 - 122 provides a reflection of the Alignment of the Municipality's IDP with the SDF.	N/A
	(f) Council's operational strategies.	Yes	Part 7 (pages 113 - 149) provides an indication of the Municipality's sectoral plans, strategies and projects and programmes.	N/A
	(g) Financial plan, inclusive of budget projections for at least the next 3 years.	Yes	On Page 143 of the Prince Albert Municipality's 2016/17 IDP provides a consolidated overview of the 2016/17 Medium Term Revenue and Expenditure Framework (MTREF) as reflected in Table 70.	N/A

WC052 Prince Albert**Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
	(h) Key performance indicators and performance targets determined in terms of section 41.	Yes	Part 3 (pages 71- 79) of the IDP provides a reflection of the Municipality's performance in achieving its objectives during the 2014/15 financial year. Furthermore Part 8 of the IDP (pages 150 -156) provides an indication of the Performance Management system used by the Municipality. Lastly the draft Top Layer Service Delivery and Budget Implementation Plan is annexed to the IDP.	N/A
	(i) Applicable disaster management plans.	Yes	Pages 131 - 138 of the IDP reflects the Municipality's Disaster Management Plan.	N/A
55	If the Municipality is a district municipality, has the Municipality adopted a framework for Integrated Development Planning in the area as a whole as required by section 27 of the MSA?/If a local municipality, has the Municipality adopted an IDP Process Plan (if a Category B municipality (local municipality) is the IDP process plan in line with the District's IDP Framework?) in line with sections 27 and 29 of the MSA.	Yes	On page 18 of the IDP it is reflected that the Municipality adopted a Time Schedule on 28 August 2015. Table 2 on pages 18-19 also outlines the said Time schedule.	N/A

WC052 Prince Albert**Findings and Recommendations**

Parameter	Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
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Council Adoption/Tabling of the Revised IDP (DLG)

56	Has the Municipality's IDP been tabled and adopted by Council within the legislated timeframes and is there a Council Resolution attached in this regard?	Yes	The Municipality tabled and adopted its draft IDP on 29 March 2016. The relevant council resolution is: "Besluit 19/2016"	N/A
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Completeness of draft SDBIP (PT: LGBO)

57	Does the municipality provide an overview of the budget and IDP review process?	Partly compliant	Budget documentation	The budget report provides a detailed overview of the tabled budget. Further, the IDP Review document contains a thorough overview of the IDP review process. The budget documentation did however not contain an IDP process plan.
58	Has the municipality documented its draft Service Level Standards as part of the budget documentation?	Fully compliant	Service level standards in budget documentation.	A full set of Service Level Standards were tabled as part of the budget documentation.
59	Is the municipality's budget (SA4, 5 and 6) reflective of the IDP strategic objectives?	Fully compliant	SA4, SA5, SA6	The wording of Strategic Objective 1 as contained in SA5 and 6 differs from the definition contained in the IDP Review document.

WC052 Prince Albert**Findings and Recommendations**

Parameter		Non-compliant/ Partly compliant/ Fully compliant OR Yes/No	Evidence	Recommendations
60	Draft SDBIP (top-level) has been prepared and included in line with MBRR 14?	Non-compliant	Draft SDBIP, MBRR Reg 14	The Municipality only included a departmental SDBIP to the budget documentation. It seems that this SDBIP reflects amendments to the 2015/16 departmental SDBIP, which would then apply to the 2016/17 financial year. No top-layer SDBIP was submitted. The departmental SDBIP does not contain any components as required by MFMA Circular 13.
61	<p>Draft SDBIP (top-level) has been prepared and included - in line with Circular 13?</p> <p>(a) Component 1: Monthly projections of Revenue to be collected per source.</p> <p>(b) Component 2: Monthly projections of Expenditure and revenue for each vote.</p> <p>(c) Component 3: Quarterly projections of Service delivery targets and performance indicators for each vote.</p> <p>(d) Component 4: Ward information for Expenditure and Service delivery.</p> <p>(e) Component 5: Detailed Capital Works Plan broken down per ward over 3 years.</p>	Non-compliant	Draft SDBIP, MFMA Circular 13	

2015/16 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)															
WC052 Prince Albert		2015/16	Draft	Hard copy			Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component	Sub Component/ Explanation	Ref.	Assessment			Description/ Rating	Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0100	Procedural compliance														
0105	Draft MTREF Tabled 90 days prior to new financial year	Verify that the budget was tabled by 31 March	MFMA s. 16(2)	Yes		Compliant									
0106	Grant Budget (SA18) is aligned to DoRA	Verify if the grant allocations reconcile to DoRA	MFMA s. 21(2)(c)	No		Not compliant									
0107	Correct version of Schedule A1	Verify electronic submission version	MBRR r. 9	Yes		Compliant									
0108	Table of Contents	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 2	Yes		Compliant									
0200	Annual Budget														
0205	Mayors Report	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 3	Yes		Complete									
0206	Resolutions	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 4	Yes		Complete									
0207	Executive Summary	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 5	Yes		Complete									
0300	Annual Budget Tables A1 to A10: No Municipal Entities														
0305	Table A1: Budget Summary	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0306	Table A2: Budgeted Financial Performance (Revenue and Expenditure by standard classification)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0307	Table A3: Budgeted Financial Performance (Revenue and Expenditure by municipal vote)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0308	Table A4: Budgeted Financial Performance (Revenue and Expenditure)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0309	Table A5: Budgeted Capital Expenditure by Vote, Standard Classification & Funding Source)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0310	Table A6: Budgeted Financial Position	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0311	Table A7: Budgeted Cash Flow	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0312	Table A8: Cash backed reserves/accumulated surplus reconciliation	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0313	Table A9: Asset Management	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0314	Table A10: Basic service delivery measurement	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 6	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0400	Supporting Documentation														
0405	Overview of Budget Process	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 10	Yes		Complete									
0406	Overview of alignment of annual budget with IDP	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 11	Yes		Complete									
0407	Measurable performance objectives and indicators	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 12	Yes		Complete									
0500	Budget Related Policies	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 15		Date of revision										
0505	Tariff Policy on Property Rates	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0506	Tariff Policy on Electricity	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0507	Tariff Policy on Water	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0508	Tariff Policy on Sanitation	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0509	Tariff Policy on Refuse Removal/Solid Waste	Must be included if service is rendered	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0510	Municipal Property Rates Policy	As informed by the Municipal Property Rates Act	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0511	Credit Control and Debt Collection Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0512	Cash Management and Investment Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0513	Borrowing Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0514	Funding and Reserves Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0515	Policy related to long-term financial planning	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0516	Supply Chain Management Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0517	Policy related to the Management and Disposal of Assets	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0518	Policy relating to dealing with infrastructure investment and capital projects	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0519	Indigents Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									
0520	Budget Implementation and Management Policy	If not included, verify reference given	MBRR r. 7 (footnote 1)	Yes	29-Mar-16	Complete									

2015/16 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)														
WC052 Prince Albert	2015/16	Draft	Hard copy			Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document								
Main Compliance Component	Sub Component/ Explanation	Ref.	Assessment		Description/ Rating	Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0600	Supporting Documentation contd...													
0605	Budget Assumptions	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 16	Yes	Complete									
0606	Overview of Budget Funding including funding compliance (Table SA10)	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 17	Yes	Complete									
0607	Expenditure on grant allocations and grant programmes	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 18	Yes	Complete									
0608	Allocations on grants made by the municipality	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 19	Yes	Complete									
0609	Councillor and board member allowances and employee benefits	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 20	Yes	Complete									
0610	Monthly targets for revenue, expenditure and cash flow	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 21	Yes	Complete									
0611	Draft Service Delivery and Budget Implementation Plans (SDBIP)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 22	Yes	Complete									
0612	Service Delivery Agreements of Municipal Entities (if applicable)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 25	N/A										
0613	Annual budgets of municipal entities (D Schedule)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 25	N/A										
0614	Contracts having future budgetary implications	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 26	Yes	Complete									
0615	Capital expenditure details	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 27	Yes	Complete									
0616	Legislation Compliance Status	Is there a paragraph/section included on this aspect	MBRR (Schedule A) r. 28	Yes	Complete									
0617	Quality Certificate (signed)	Verification of inclusion in budget report/document	MBRR (Schedule A) r. 31	Yes	Complete									
0700	Supporting Tables SA1 to SA37													
0705	SA1: Supporting Detail to Budgeted Financial Performance	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0706	SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A
0707	SA3: Supporting detail to Budgeted Financial Position	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0708	SA4: Reconciliation of IDP, Strategic Objectives and Budget (Revenue)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0709	SA5: Reconciliation of IDP, Strategic Objectives and Budget (Operating Expenditure)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0710	SA6: Reconciliation of IDP, Strategic Objectives and Budget (Capital Expenditure)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0711	SA7: Measurable Performance Objectives	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0712	SA8: Performance Indicators and Benchmarks	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0713	SA9: Social, Economic and Demographic Statistics and Assumptions	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2	Substantially completed with missing information	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0714	SA10: Funding Measurement	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0715	SA11: Property Rates Summary	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2	Substantially completed with missing information	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	no
0716	SA12a: Property Rates by category (current year)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	N/A	N/A	N/A	Yes	N/A	N/A	Yes	N/A	N/A
0717	SA12b: Property Rates by category (budget year)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	N/A	N/A	N/A	Yes	N/A	N/A	Yes	N/A	N/A
0718	SA13a: Service Tariffs by Category	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2	Substantially completed with missing information	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0719	SA13b: Service Tariffs by Category (explanatory)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0720	SA14: Household Bills	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2	Substantially completed with missing information	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0721	SA15: Investment Particulars by Type	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0722	SA16: Investment Particulars by Type	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0723	SA17: Borrowing	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3	Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0724	SA18: Transfers and Grant Receipts	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2	Substantially completed with missing information	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

2015/16 Draft Medium Term Revenue and Expenditure Framework - Checklist of Compliance to Municipal Budget and Reporting Regulations (Government Gazette 32141)

	WC052 Prince Albert	2015/16	Draft	Hard copy		Verification/Reconciliation of Electronic Submission to Budget Tables Included in Budget Report and Document									
	Main Compliance Component	Sub Component/ Explanation	Ref.	Assessment		Description/ Rating	Audited Actual Current Year -3	Audited Actual Current Year -2	Audited Actual Current Year -1	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 0	Budget Year +1	Budget Year +2
0725	SA19: Expenditure on Transfers and Grant Programme	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2		Substantially completed with missing information	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0726	SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0727	SA21: Transfers and Grants made by the Municipality	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	N/A			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0728	SA22: Summary Councillor and Staff Benefits	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0729	SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A
0730	SA24: Summary of Personnel Numbers	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	Yes	N/A	N/A	Yes	N/A	N/A
0731	SA25: Budgeted Monthly Revenue and Expenditure	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0732	SA26: Budgeted Monthly Revenue and Expenditure (Municipal Vote)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0733	SA27: Budgeted Monthly Revenue and Expenditure (Standard Classification)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0734	SA28: Budgeted Monthly Capital Expenditure (Municipal Vote)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	2		Substantially completed with missing information	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0735	SA29: Budgeted Monthly Capital Expenditure (Standard Classification)	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0736	SA30: Budgeted Monthly Cash Flow	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0737	SA31: Aggregated entity budget	Rate completeness of table on scale from 0 to 4	MBRR (Schedule A) r. 30	N/A			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0738	SA32: List of External Mechanisms	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A
0739	SA33: Contracts having Future Budgetary Implications	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0740	SA34a: Capital Expenditure on New Assets by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0741	SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0742	SA34c: Repairs and Maintenance Expenditure by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0743	SA34d: Depreciation by Asset Class	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
0744	SA35: Future Financial Implications of the Capital Budget	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes
0745	SA36: Detail Capital Budget	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	3		Fully completed	N/A	N/A	N/A	Yes	N/A	Yes	Yes	Yes	Yes
0746	SA37: Projects Delayed from Previous Financial Years	Rate completeness of table on scale from 0 to 3	MBRR (Schedule A) r. 29	N/A			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Rating	Compliance assessment rating scale	Description
3	Full compliance (table presented with all information completed)	Fully completed
2	Partial compliance (table presented with approximately 50% of information displayed)	Substantially completed with missing information
1	Minimal compliance (table presented with minimal information)	Presented but with numerous information gaps
0	Non-compliance (table etc not presented)	Not presented